

ADMINISTRATIVE COUNCIL MEETING MINUTES

March 27, 2002

The Administrative Council met at 3:00 p.m. on March 27, 2002, in the Board Room of Building 1. Attending were Dr. David McLawhorn, Chet Jarman, Judy Jennette, Wesley Beddard, Sandra Sauvé, Mandy Jones, Rhonda Sawyer, Dorie Richter, and Bobby Williams. Clay Carter and Rebecca Spain were unable to attend.

Dr. David McLawhorn called the meeting to order and addressed agenda items as follows:

I. Approval of February 20, 2002, Minutes

Motion was made by Rhonda Sawyer and seconded by Chet Jarman to accept the February 20, 2002, minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

II. Old Business

There was no old business.

III. New Business

Dorie Richter presented and reviewed the February 6, 2002, minutes of the Evaluation Systems Committee. After Council discussion, Wesley Beddard made a motion recommending that the Evaluation Systems Committee review the minutes for possible revisions regarding the rating scale for employee performance evaluations. Mandy Jones seconded the motion. Motion carried.

Wesley Beddard presented and reviewed the minutes of the Curriculum Committee meeting held on March 19, 2002. A motion was made by Sandra Sauvé and seconded by Bobby Williams to approve the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Rhonda Sawyer presented the August 21, 2001, Health and Safety Committee Meeting minutes. A motion was made by Bobby Williams and seconded by Judy Jennette to approve the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Ms. Sawyer also presented for discussion the minutes from the November 27, 2001, Health and Safety Committee Meeting.

Sandra Sauvé presented for approval the minutes of the March 12, 2002, Admissions Committee Meeting. A motion was made by Chet Jarman and seconded by Wesley Beddard to approve the minutes. Motion carried. (See minutes on the CampusNet under Committees & Minutes link.)

Bobby Williams presented a recommendation from the Faculty Senate to name Building 9 the "James P. Blanton Science Education and Student Services Building." After Council discussion, Chet Jarman made a motion that no action be taken because the Faculty Senate recommendation is inconsistent with board guidelines. Mandy Jones seconded the motion. Motion carried.

IV. Progress Reports

In reviewing grant activity, Dorie Richter reported that the PROSPECT (Providing Opportunities in Sound Professionalism for Early Childhood Teachers) was submitted January 11, 2002, to the Beaufort County Partnership for Children. The Digital Parity for the Pamlico Peninsula grant was submitted March 21, 2002, to the Technology Opportunities Program (TOP) through the National Telecommunication Information Administration. Grants currently in process are Title III; Student Support Services Grant; Kate B. Reynolds Charitable Trust; and Mining the Benefits of the Internet for Beaufort County.

Ms. Richter also reported that Planning Mid-year Progress reports are complete, Graduate Follow-up Survey, and the Non-returning Student Survey have been completed and results distributed. The IE office is working on the Current Student Evaluation of College Services, the Faculty/Staff Evaluation of College Services, IPEDS, and verification of the College's licensure and certificate reports for the NCCCS' Critical Success Factors report.

Judy Jennette reported that a new scholarship for Environmental Science Technology has been established by PAK-R Disposal. Ms. Jennette concluded by stating that mailings are in process for the Foundation Annual Campaign.

Mandy Jones reported that the Staff Association "Pay It Forward" campaign is in process. The campus-wide campaign to bring the Lou Tyer scholarship fund balance to \$5000 has been successfully completed and the fund is now endowed. Ms. Jones further reported that Dorothy Jordan, Sue Brookshire, and herself made a presentation on Invitational Education at Guilford Technical Community College on March 15.

Bobby Williams reported that the new president for the Faculty Senate is Sandria McFadden. Ms. McFadden will begin her term in August 2002. Mr. Williams concluded his comments by reporting that work is continuing for a Disaster Recovery Program.

Sandra Sauv  reviewed testing schedules and gave an update on the new telephone registration system. She concluded by stating that Relay for Life plans are in process.

Chet Jarman reported that the College for Kids program is scheduled to begin in June.

Wesley Beddard stated that he will attend a planning session next week at Pitt Community College to work on a possible collaborative agreement for Biotechnology. He further reported that he is working with Beaufort County Schools on a Tech Prep Grant with emphasis on industrial programs. Mr. Beddard added that a request has been made by the superintendent of Beaufort County Schools that all correspondence from the College be processed through the superintendent of county schools.

Rhonda Sawyer reported that bids for Building 10 have come in low. She further reported that the brickwork between buildings 1 and 9 is nearing completion and that Rogers Nursery has been contracted for the landscaping. The maintenance metal building is scheduled for erection next week.

Dr. David McLawhorn reported that the eNC of Beaufort County group will be on campus March 28. Dr. McLawhorn added that the next Board of Trustees meeting will be held on April 2, 2002.

V. Adjournment

The meeting adjourned at 4:55 p.m. The next meeting will be held on April 24, 2002,
At 11:00 a.m.

David McLawhorn, Chair